

after processing the transaction. You'll simply scan the documents (both sides) and upload them in eMV PARTNER, saving you time and postage costs. The images will be archived by DOT in accordance with Wisconsin's record retention laws.

The following documents must be submitted (when applicable):

- Transfer of Ownership, Title Only and/or Title & Registration – Title and MV1 or MV11
- Repossession – MV2117
- Replacement Title – MV2119

Transactions unable to be processed electronically will still need to be mailed in for manual processing.

The Supporting Document Upload User Guide is available on the [eMV PARTNER webpage](#).

Regardless whether you use eMV PARTNER or a third party vendor (i.e. DealerTrack, CVR) for title processing you are able to use this new feature, and it is now the preferred method of the department. Dealers who continue to mail documents to the Department should read the following article, "How to assemble a completed bundle", for additional tips and tricks on the proper mailing of materials.

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How to assemble a completed bundle

Did you know every dealer, lender and third party agent who process title and registration transactions are required to mail in documents for imaging?

There are more than 5,000 third party agents who process transactions for the State of Wisconsin and a small staff in the Department's Correspondence Processing Unit (CPU), who prepare the paperwork for scanning. This is why it's so important that you assemble your completed bundles properly. When bundles aren't prepared correctly, CPU must correct your errors prior to scanning which delays our ability to process requests or return documents timely.

After you've finished processing transactions for one day, all applications must be assembled in sequential order. Each completed bundle should begin with the first application processed that day, and end with the last application processed and include a bundle report.

Assemble each application packet in this order:

1. An MV11 with the title number written in the top right corner. (Please do not include a printed receipt.)
2. The source document such as the title/MCO, or MV2690 Power of Attorney and inquiry print if it's a title to lien holder dealer transaction.
3. Any required supporting documents, such as a MV2790 Trustee Statement.

Please remember:

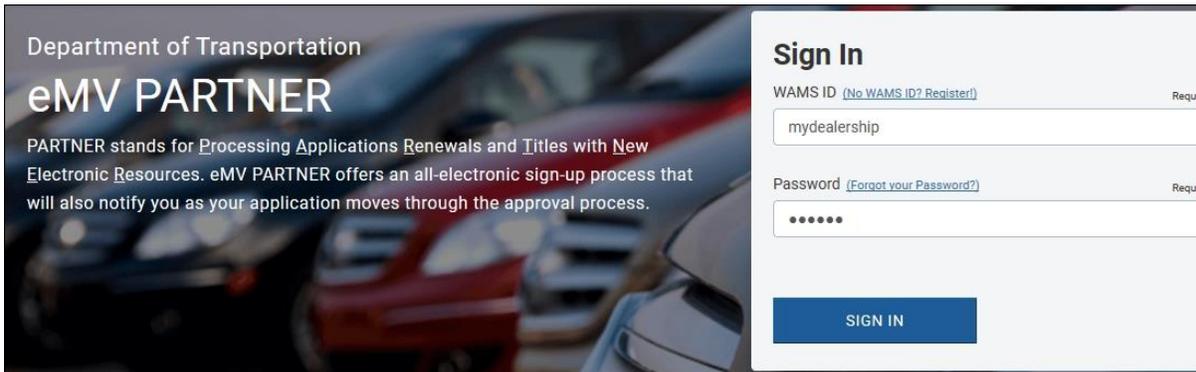
- All transactions for one day should be sent in one envelope. Do not send applications in separate envelopes or send multiple days in the same envelope.
- Transactions in your bundle must be in sequential order.
- Always write the title number in the top right corner of the application.
- All staples and paperclips must be removed.
- Only completed transactions should be mailed with your completed bundle. Do not send applications for manual processing, checks, or correction requests in your bundle.
- Folding your paperwork too many times makes it more difficult to scan. If you can avoid triple folding and send your paperwork in an 8x11 size envelope, please do!

Completed bundles must be mailed with a yellow mailing label the next business day after processing. Failure to submit your bundle will result in your organization receiving a missing work letter. After 2 failed attempts to obtain your bundle, your field investigator will collect the missing paperwork and a warning letter is placed in your dealer file. Subsequent violations may result in citations, suspension from electronic processing, or formal sanctions including suspension of your dealer's license.

For additional information on assembling a completed bundle, please refer to our [Yellow Mailing Label Training Video](#).

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Ordering inventory online



Department of Transportation

eMV PARTNER

PARTNER stands for Processing Applications Renewals and Titles with New Electronic Resources. eMV PARTNER offers an all-electronic sign-up process that will also notify you as your application moves through the approval process.

Sign In

WAMS ID [\(No WAMS ID? Register!\)](#) Required

Password [\(Forgot your Password?\)](#) Required

SIGN IN

Dealers and vendor organizations now have the ability to order the following types of inventory online through eMV PARTNER.

- License Plates (AUT, LTK, CYC, MPD)
- Year Stickers
- Month Stickers
- Weight Stickers
- December Month/Year Combination Stickers (HTK)
- Yellow Mailing Labels

Organizations that process transactions through eMV PARTNER will need to assign their users the “Inventory” role. Organizations that process transactions through a Vendor system will need to ensure the “App Agent Processor” role is assigned.

Organizations are only permitted to order inventory items they’re allowed to possess. You will be able to review the status of your orders as it progresses through each step of fulfillment from the License Plate & Postal Services Unit.

All organizations are required to order inventory through the eMV PARTNER system. Emails and faxes will no longer be accepted.

Detailed instructions for inventory ordering as available through the ["Inventory Ordering" link](#) on the eMV PARTNER webpage.

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Electronic opt out requests

Wisconsin dealers and third party agents have the capability of entering [opt-out requests](#) for their customers when processing title transactions in eMV PARTNER and vendor systems. The electronic Opt Out capability replaces the need to complete the Opt Out form (MV3592 Request to Withhold Name and

Address). **Do not submit paper MV3592 forms to the department.** Instead, submit your customer's choice electronically.

The Opt Out options are:

- Yes (the customer would like their name to be excluded from mailing lists of 10 or more)
- No (the customer would like their name to be included in mailing lists of 10 or more)
- Unknown (the same Opt Out status the customer currently has will remain)

You are also asked whether the customer wants to sign up for eNotify to receive electronic information about notification of renewals. Please discuss both options with your customer when processing their title application.

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Submitting MV2133 APPS contact forms



The COVID-19 pandemic highlighted the important role third party agents play in providing title and registration services to Wisconsin residents. The Department strives to provide accurate contact information for all [title-registration service providers](#) on our webpage. Providers who need to make changes to their contact information, such as hours of operation or phone number, should complete the [MV2133](#) Automated Processing

Partnership System (APPS) Contact Information Record and email the form to emvpartner@dot.wi.gov.

The department will not list temporary or short-term changes, such as changes due to holidays or vacation. The webpage instead advises customers to call ahead and confirm the agent is operating and providing the services required.

Each time your contact information changes, a new MV2133 form must be submitted to the department. Do not submit multiple scheduled changes at one time, as the department cannot track this type of information. Instead, submit the MV2133 each time an update is required.

For example, ABC Kiosks will be reducing their hours during the winter and expanding hours again in the spring. ABC Kiosk must submit two MV2133s:

the first is submitted for changes during the winter period, and a second is submitted later for changes made in spring.

Once the MV2133 is received by the department, please allow up to 5 business days for changes to appear on the webpage.

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New special plates now available

DMV began issuing several new and redesigned special plates effective December 6, 2020.

[Operating Engineers Local 139 \(ENG\)](#)

This plate is issued to union members of Operating Engineers Local 139. This is not a donation plate but an eligibility plate. The eligibility will be certified by a union designated representative.



[Keeping the Lights On \(UTL\)](#)

Keeping the Lights on is a plate recognizing electrical workers. Anyone is eligible to request this plate, and it is not a donation plate.



[Children's Hospital of Wisconsin plate redesign \(CHW\)](#)

The Children's Hospital of Wisconsin requested a design change for their plate.



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Quarterly Report

The following numbers have been generated from the Dealer and Agent Section (DAS) Quarterly Report. This data is from the second quarter (October through December 2020).

Electronic Title and Registration Processing

Dealers and agents processing titles and/or registration electronically.

| Activity | First Quarter |
|--|----------------------|
| Renewal Agents | 1,035 |
| Title and Lien Agents (includes dealerships) | 3,709 |

Electronic Title Delivery

Lenders receiving electronic title records.

| Activity | First Quarter |
|-----------------|----------------------|
| Lenders | 1,050 |

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Sign up for eNotify



eNotify is the easiest way to get plate renewal and driver license/ID reminders through email or text.

Subscribers to eNotify also receive alerts when certain transactions occur, such as when an application for a duplicate driver license or ID card is made, or when their address is changed in DMV's systems.

You can sign up for eNotify here: wisconsindmv.gov/enotify

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Wisconsin Department of Transportation,
Division of Motor Vehicles, Bureau of Vehicle Services, Dealer and Agent Section.

Kristina Boardman, Administrator
Patrick Fernan, Deputy Administrator
Ann Perry, Bureau Director (BVS)
Michael Domke, Section Chief (DAS)
Scott Selbach, Vehicle Emissions Program, Supervisor
Mirenda McArdle, Field Investigation Unit, Supervisor
Shin Lin Tung, Business and Consumer Services Unit, Supervisor
Tristan Kloss, Editor

Wisconsin Department of Transportation
Dealer & Agent Section
PO Box 7909
Madison WI 53707
dealers.dmv@dot.wi.gov
Phone: (608) 266-1425